



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.2C CHG 25

6/20/94

SUBJ: **ORGANIZATION-FAA HEADQUARTERS**

1. **PURPOSE.** This change transmits a revised Chapter 51, Associate Administrator for Aviation Standards.
2. **EXPLANATION OF CHANGES.** This change establishes the Executive Staff and withdraws the functional statements of the Programs and Plans Staff, the Financial Management Staff, and the Information Resource Management Staff. The Executive Staff provides administrative and resource management support to the Associate Administrator for Aviation Standards.
3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xi	1/3/90	xi	1/3/90
xii	4/24/90	xii	6/20/94
51-1 thru 51-3 (and 51-4)	4/24/92	51-1 and 51-2	6/20/94

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CHAPTER 51. ASSOCIATE ADMINISTRATOR FOR AVIATION STANDARDS

51-1. MISSION. The Associate Administrator for Aviation Standards advises and assists the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of programs, such as aviation medicine, accident investigation, flight inspection, flight procedures development, and airmen and aircraft registry.

51-2. ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Aviation Standards is shown in figure 1.1. The Associate Administrator for Aviation Standards exercises executive direction over the following elements of FAA.

- a. Office of Accident Investigation.
- b. Office of Aviation Medicine.
- c. Withdrawn—CHG 11.
- d. Office of Aviation System Standards.

51-3. FUNCTIONS. The Associate Administrator for Aviation Standards:

- a. Oversees the management of the airman and aircraft registry.
- b. Oversees the flight inspection of air navigation facilities and flight procedures development.
- c. Oversees the development and execution of policy and the administrative aspects of the agency aircraft program which provides for the operation and maintenance of FAA aircraft.
- d. Investigates aircraft accidents and incidents, supports National Transportation Safety Board (NTSB) accident and incident investigation, and develops and manages a reporting program for accidents and incidents.
- e. Withdrawn—CHG 11.
- f. Oversees the policy execution and administrative management aspects of the airman medical certification, medical research, aeromedical education, medical accident investigation, aviation industry anti-drug, airman medical standards, and occupational health programs.

51-4. AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Aviation Standards is authorized to:

- a. Take action and issue orders in the name of the Administrator and Executive Director for System Operations, except for those matters which the Administrator or executive director has specifically reserved or otherwise provided.

- b. Represent the Administrator as directed by the executive director.

- c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate's executive direction.

51-5. RESERVED.

51-6. SPECIAL RELATIONS. The Assistant Administrator for Policy, Planning, and International Aviation is responsible for coordinating agency policy and planning development so that operations and development activities are directed toward common goals and in accordance with approved priorities. All aviation standards programs and activities are to be consistent with approved agency policies, goals, and priorities. Program and operational policy activities initiated from within the offices under the Associate Administrator for Aviation Standards which will alter existing agency policy, plans, and/or priorities shall be coordinated prior to their promulgation with the Assistant Administrator for Policy, Planning, and International Aviation through the Associate Administrator for Aviation Standards; such activities shall be included within official agency planning documents prepared under the cognizance of the Assistant Administrator for Policy, Planning, and International Aviation.

51-7. thru 51-9. RESERVED.

51-10. EXECUTIVE STAFF. The Executive Staff contributes to aviation safety by providing quality administrative and resource management support to the Associate Administrator for Aviation Standards (AVS). The Executive Staff provides overall leadership, coordination, and facilitation for the design, improvement, and integration of systems and procedures which enhance the management of AVS programs. In this regard, the staff:

- a. Provides overall direction in the development, implementation, and administration of:

- (1) Planning activities (e.g., Information Resource Management (IRM), budget, strategic, evaluation, emergency operations).

(2) Budget formulation and execution activities.

(3) Human Resource Management activities.

(4) Information preparation and dissemination (e.g., policy and issue papers, backup materials for Congressional hearings, Congressional referrals, briefing material).

(5) Reporting requirements (e.g., Accomplishment Report, Congressional, A-123 compliance, IRM activities, Current Issue, and FOIA).

(6) Program impact and productivity measures.

(7) Responses and/or comments (e.g., audits, internal and external evaluations, reports, studies, and directives).

b. Provides an AVS focal point for liaison with other headquarters elements and other government agencies.

c. Represents AVS on the Information Resources Management Committee (IRMC) as the Information Resource Manager.

d. Develops, implements, and maintains AVS-wide IRM applications and systems and integrates, to the maximum extent possible, AVS automation systems.

e. Develops and implements evaluation policy and procedural guidance for AVS offices; provides advice and assistance to AVS-1 and the AVS offices about all aspects of program evaluation; and serves as the AVS representative for all externally conducted evaluations and audits.

f. Conducts evaluations and special projects at the direction of AVS-1 and represents AVS-1, as appropriate.

g. Manages all phases of planning, budgeting, personnel, training, automation, administrative activities for the immediate office of the associate administrator.

h. Assists the associate administrator in the management of international activities.

51—11. RESERVED.

51—12. WITHDRAWN-CHG 25.

51—13. WITHDRAWN-CHG 25.

51—14. RESERVED.

51—15. **WASHINGTON FLIGHT PROGRAM STAFF.** The Washington Flight Program Staff provides

for the operation and maintenance of aircraft at Washington National Airport, Hangar 6, in accordance with applicable parts of the Federal Aviation Regulations and other established policies, standards, and procedures. The staff:

a. Develops and recommends plans and programs to provide aircraft and services necessary to adequately support headquarters evaluation, currency, and training requirements.

b. Provides aircraft and services for other agency programs and supports those requests for transportation of other Government entities as directed by DOT and FAA management.

c. Coordinates and schedules Hangar 6 and open market rental aircraft to support the approved headquarters flight programs.

d. Develops course materials and coordinates plans and schedules to conduct initial and recurrent flight training for headquarters and field personnel.

e. Maintains a control and recordkeeping system to manage the use of resources, schedules required airworthiness inspections, and maintenance; maintains pilot records that reflect activity and proficiency levels; and provides pertinent information to develop fiscal programs and budget estimates.

f. Prepares the annual Hangar 6 aircraft program budget request. Executes all activities necessary for effective management of the fiscal program.

g. Conducts periodic analyses of flight program data to optimize the use of resources and prepares periodic reports for FAA management and recommends alternatives or opportunities for program improvements.

h. Develops and administers the Hangar 6 security program to control access to ensure the security of all aircraft operated from the Hangar 6 facility.

i. Maintains operational control over FAA Hangar 6 aircraft through scheduling, dispatch, and flight following and ensures that information pertaining to aircraft and crew status is immediately available to the Manager, Washington Flight Program Staff.

j. Develops and periodically validates or revises the requirements for contract maintenance of assigned agency aircraft.

k. Provides for daily aircraft maintenance of assigned agency aircraft and develops schedules for routine and major maintenance with appropriate contractors.